

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Kyla Gardner

DEPARTMENT

Admin, City Clerk

MONTH

July 2023

TASKS COMPLETED

Claims
Payroll
Email Billing
Ach Payments
Monthly invoices & Will serves.
Housing Trust, Leadership Academy, Chamber Meetings, Council Meeting Prep
Letter of intent for workforce development grant,
Grass and Weeds Letters

PROJECTS IN PROGRESS

Water Project Updates /Construction Meetings (Weekly)
Water Project Budget Meetings
Planning and Zoning meetings with potential developers/ Builders
FY 24 Budget
Website Updates
Youth Center Grant Research/workforce development grant
Working with Airbridge and 4 Corners to set up internet and security cameras at the City Park

CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS